

MPO/262/2006

MPO Circular No. 12/2010

MANAGEMENT & PERSONNEL OFFICE

Office of the Prime Minister

Auberge de Castille

Valletta VLT 2000

1st March 2010

To: Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

POSTS OF SENIOR TECHNICAL OFFICER (ELECTRICAL) AND SENIOR TECHNICAL OFFICER (CARPENTRY) IN THE MANUFACTURING AND SERVICES DEPARTMENT OF THE CLEANSING AND MAINTENANCE DIVISION WITHIN THE MINISTRY FOR RESOURCES AND RURAL AFFAIRS

In accordance with clause 3.1 of the current Collective Agreement, nomenclatures denoting the male gender include also the female gender.

1. The Public Service Commission invites applications from Public Officers in the Malta Public Service for the posts of Senior Technical Officer in the Manufacturing and Services Department of the Cleansing and Maintenance Division within the Ministry for Resources and Rural Affairs as indicated hereunder:
 - Senior Technical Officer (Electrical)
 - Senior Technical Officer (Carpentry)

Public Officers in the Malta Public Service, who are on secondment or on loan to Public Sector Organisations, may also apply.

- 2.1 The post of Senior Technical Officer carries a salary of €14,717 per annum rising by annual increments of €375.17 up to a maximum of €16,968 (Salary Scale 11).
- 2.2 Officers in the grade of Senior Technical Officer shall be placed in Scale 10 (€15,668 x €407.67 - €18,114) on completion of five(5) years service in the grade, subject to satisfactory performance.
3. The appointment, which is subject to a probationary period of one year, is on a full-time basis and is subject to the rules and regulations governing from time to time the Malta Public Service in general and the Ministry for Resources and Rural Affairs in particular and involves liability to transfer according to the exigencies of the Public Service.
4. The main duties of a Senior Technical Officer at the Manufacturing and Services Department of the Cleansing and Maintenance Division within the Ministry for Resources and Rural Affairs include:
 - (a) Supervision of industrial grades under his/her charge;

- (b) Provision of leadership on a day-to-day basis, to Technical Officers and industrial employees posted at the Section, giving due attention to material requirements, estimations and keeping of all records;
- (c) Ensuring the maximum output and quality of work and exercising the necessary discipline in order that no man-hours will be lost unduly, through malingering, abandonment of duties and other similar breaches by his/her subordinates;
- (d) Organising and programming execution of jobs, giving due priority to more urgent works demanded by MSD clients and customers;
- (e) Distribution of duties and assignment of all the different tasks in the Section's Works Programme for maximum application of the Section's industrial workers;
- (f) Coordination with his/her superiors at all times, especially to determine time-frames, priorities and execution of more urgent works, besides work methods;
- (g) Attendance of section meetings, meetings with the Director (MSD), Director General (Cleansing and Maintenance Division) and other meetings as needed with clients;
- (h) Procure in a timely manner any particular material needed for the execution of works;
- (i) Drawing up of Risks Assessments (and revising same every six months) as required by law and taking the necessary remedies to create, as much as possible, a healthy, safe and clean environment at the place of work; exertion of constant vigilance and application of remedies for avoidance of unnecessary risks especially in the use of electrical tools, working at heights or vehicular traffic hazards, both for his subordinates and for third parties;
- (j) Any other duties as may be required.

Other duties of Senior Technical Officer (Electrical) include:

- (a) Interpretation of electrical drawings for staff under his charge;
- (b) Examination of the quality of electrical works during installation or maintenance on location to ensure acceptable high standards of workmanship;
- (c) Ensuring that the workers of the Section are sufficiently trained to carry out the duties expected of them and attend courses suitable for them to obtain even more skills;
- (d) Process and sign applications in relation for new/alterations/shifting of electrical services as required by the Electrical Section;
- (e) Help his/her subordinates in fault finding of electrical circuits and give direction in repairs/maintenance procedures to be carried out;
- (f) Organise and oversee execution of maintenance programme for electrical installations.

Other duties of Senior Technical Officer (Carpentry) include:

- (a) Planning, coordinating and implementing the manufacturing and installation of the various objects produced at the Carpentry facilities of MSD, thus coordinating activities of both workshops and outstation carpenters;
- (b) Communicate with clients any information related to the production of carpentry items and delivery of same;
- (c) Read and interpret work-drawings on behalf of his/her subordinates as required;
- (d) Supervision of the Outstations Section for the use of the best techniques in installations and fixing of products manufactured by the Carpentry Section;
- (e) Assisting Technical Officers in opening and closure of jobs and supervising the Section.

- 5.1 Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Section 7 of the Equal Opportunities (Persons with Disability) Act, 2000, even if they do not satisfy in full the eligibility requirements for this post provided they can carry out, in essence, the duties related to the post and subject to the concurrence of the Management and Personnel Office and approval of the Public Service Commission.
- 5.2 Representations in terms of this clause should be attached to the application forms and supported with relevant documents which must also include documentary evidence of registration with the NCPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations are merited. All correspondence is to be addressed to the receiving Department and copied to the NCPD.
- 6.1 By the closing time and date of this call for applications, applicants must be:
 - (a) Public Officers in the grade of Technical Officer; or
 - (b) Public Officers in possession of at least a Higher Technician Diploma or a recognised, appropriate, comparable qualification.
- 6.2 Applicants for the post of STO (Electrical) will also be required to be in possession of active A and B electrical licences.
- 6.3 The Higher Technician Diploma is rated at NVQ level 4 within the National Vocational Qualifications framework. A person in possession of an NVQ Level 3 appropriate qualification followed by two (2) years proven appropriate experience shall be deemed to satisfy the clause Higher Technician Diploma or an appropriate comparable qualification.
- 7.1 Qualifications and experience claimed must be supported by certificates and/or testimonials copies of which should either be attached to the application or sent separately to the receiving Department by not later than ten (10) working days from the closing date. Scanned copies sent electronically are acceptable.

- 7.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.
- 7.3 It is the responsibility of the applicants, in possession of qualifications awarded by Maltese or foreign Universities/tertiary education or other institutions (excluding qualifications awarded by the University of Malta, Malta College of Arts, Science and Technology, Institute of Tourism Studies and Institute for Conservation and Management of Cultural Heritage) to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the Ministry of Education, Employment and the Family, or the designated authority, as applicable, which statement should be attached to the application and the original presented at the interview. Candidates not in possession of this statement may still apply, provided that they submit a copy of the statement, issued by the pertinent authority, to the receiving department as soon as available and, in any case, by not later than one month from the closing date of the call for applications. Applicants who fail to present the required statement within the one-month period for reasons beyond their control, may request an extension of this time limit, up to a further one month, to the Head of Department receiving the applications, indicating clearly the reasons for the delay. Extensions beyond this period are to be submitted for the consideration of the Public Service Commission.
- 8.1 Eligible applicants will be interviewed by a Selection Board to assess their suitability for the post.
- 8.2 The result of the interviews will be published by the Public Service Commission and exhibited on the notice board of the Office of the Public Service Commission and that of the Human Resources Branch, People Management and Support Services Directorate, Ministry for Resources and Rural Affairs, Block 'A', Floriana.
- 8.3 A notification of the issue of the result will be duly published in the Government Gazette and will also appear on the website of the Public Service Commission where it may be accessed at <http://www.psc.gov.mt>. A press notice will also be issued to all local media organisations.
- 8.4 Petitions objecting to the result in terms of Section 1.1.17 of the Public Service Management Code are to be submitted to the Executive Secretary, Public Service Commission, the Palace, Valletta, copying to the Head of the Department wherein the vacancy to be filled lies. Petitions are to reach the Commission and the Head of Department within 10 working days from the date of publication in the Government Gazette of the notice of the issue of the result.
9. Application forms may either be downloaded from the following websites:
- http://www.doi.gov.mt/EN/employment_opp/recruitenglish.pdf
<http://www.mpo.gov.mt/downloads/recruitenglish.pdf>
- or obtained from the Human Resources Branch, People Management and Support Services Directorate, Ministry for Resources and Rural Affairs, Block 'A', Floriana.

- 10.1 Applications together with a Service and Leave Record Form (GP 47) will be received in the first instance by the Director (People Management and Support Services), Ministry for Resources and Rural Affairs, Human Resources Branch, Block 'A', Francesco Buonamici Street, Floriana, **by not later than noon (Central European Time) of Thursday, 18th March 2010.**
- 10.2 Applicants must clearly indicate which of the post/s in paragraph 1 they are applying for.
11. Applications received from abroad through a fax or other similar message by noon (Central European Time) of Thursday, 18th March 2010 may be considered provided that all requisite details are given. The formal application duly signed by the applicant must reach the Director (People Management and Support Services), Ministry for Resources Rural Affairs, Human Resources Branch, Block 'A', Francesco Buonamici Street, Floriana by not later than one week after the closing date together with an explanation for the delay. The fax numbers of the receiving Branch is (+356) - 22997878.
- 12.1 Applications delivered by hand will be acknowledged in writing by the Director (People Management and Support Services), Ministry for Resources and Rural Affairs and a receipt will be given in hand at the time of delivery.
- 12.2 Applications by post should be sent by registered mail in sufficient time to ensure delivery by the above deadline. The applications will be acknowledged in writing by the Director (People Management and Support Services), Ministry for Resources and Rural Affairs, within seven (7) days.

L Bonnici
f/a/Director General
Management and Personnel Office

MPP